



EEO-81-006  
16 January 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Director, Equal Employment Opportunity

SUBJECT: Uniform Guidelines Implementation Plan - Phase II Responsibilities

REFERENCE: Memorandum from DDCI to D/EEO, same subject, dated 13 November 1980

1. In response to reference, the following information addresses the implementation responsibilities assigned to Director, Equal Employment Opportunity in Phase II of the CIA Implementation Plan for the Uniform Guidelines on Employee Selection Procedures:

A. "Determining when selection for 'transfer' (i.e., assignment, including vacancy notices), demotion and retention in the Agency is an employment decision under the Uniform Guidelines..."

(1) The Agency and directorate reassignment procedures and practices are diverse and it is difficult to define "transfer" and to determine the specific intent of the Guidelines, particularly in an Agency context. Therefore, a working group will be formed comprised of representatives from the Offices of Personnel, Policy, Planning, and Management; Equal Employment Opportunity and the General Counsel. The working group will, inter alia, develop relevant Agency-related definitions of Guidelines criteria and develop a plan for the collection of data and the monitoring of applicable personnel actions for the joint approval of the Directors of Personnel Policy, Planning, and Management and Equal Employment Opportunity. The working group will submit its plan in sufficient time for implementation no later than 1 October 1981. The OEEO Responsible Officer for this working group will be [REDACTED]

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(2) I am informed by the Director of Personnel Policy, Planning, and Management that by 1 July 1981, forms with accompanying instructions will be developed for maintaining data on demotions and on employees selected or rejected for retention after completion of their three-year probationary period. Responsible OEEO Officer is [REDACTED]

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B. "Determining when selection for training in the Agency is an employment decision under the Uniform Guidelines..."

The determination as to when selection for training is an employment decision under the intent of the Guidelines has been discussed with the Director of Training and Education. The Director, EEO generally concurs with the position of the Director of Training and Education that training selection falls within the province of the parent component, and that OTE is responsible only for ensuring compliance with course requirements. Therefore, a proposal for determining when selection for training is an employment decision under the Uniform Guidelines will be drafted by [REDACTED] and [REDACTED] the OEEEO responsible officers, coordinated with Senior Agency Training Officers, and implemented by 1 October 1981.

C. "...initiating a program of research into alternative selection procedures and methods..."

I am generally in agreement with the memorandum on the subject prepared for you by Chief, Psychological Services staff. OEEEO Responsible Officer is [REDACTED]

D. "...developing a Uniform Guidelines Training Program..."

I concur with the memorandum on this item submitted to you by Director of Training and Education. Responsible OEEEO Officer is [REDACTED]

3. I and members of my staff are ready to assist in these responsibilities and in any other capacity to ensure full Agency compliance with the Uniform Guidance by 1 October 1981. If you have questions or need additional information regarding this matter, I will be pleased to meet with you at your convenience.

[REDACTED]  
Omego J.C. Ware, Jr.